

Texa: Juvenile Justice Department

# Service Provider's Program Components & Narrative Documents FY'18

# **CONTRACT PROVIDER INFORMATION**

Name of Contract Provider: Th		Address: 190	9 Central Drive, Suite 305,	
Foundation – Bedford Branch	Office	Bedford, TX 76021		
Name of Operating Entity: The Giocosa		Address: 201	N. FM 1660, Hutto, TX 78634	
Foundation				
Phone: <b>512-306-9241</b>	Fax: <b>512-306-9</b>	242	Website: www.giocosa.com	
Service Provider:				
X Non-Profit For P		Governmer		
Hub Yes No	If yes, attach	copy of HUB ce	ertification	
Contract Provider Owner or Pr	esident: <b>Glenn S</b>	cruggs, Execut	ive Director	
Organization Type: Licensed Cl	hild Placement A	Agency		
Program Administrator: Stacy	Anger, LCPAA			
Program Administrator	Program Admin	istrator Cell	Program Administrator Email	
Phone Number: 817-545-5300	#: 817-832-8521		Address: stacy.anger@giocosa.com	
NOTE: Contract Owner or Presiden	t must complete t	he Fingerprint a	ind Background Check requirements	
outlined in the contract agreement	t even if he/she w	ill <mark>not be w</mark> orkin	g directly with TJJD youth and/or	
reviewing their records				
Facility Capacity: Varies (no	Gender(s): Mal	e and Female	Age Range: 0 – 17 years	
more than 6 youth/foster home)				
Video Monitoring System Y Surveillance footage will be sto	es No If yes	, # of cameras	Length of time	
survemance rootage will be sto	Teu			
	ilitative/Specialize			
			ment type (e.g. drug treatment,	
			ual, group, family) and duration of	
			cumented in Statement of Work ached supplemental specialized	
(50W) Namative/Frogram com	treatme		ached supplemental specialized	
	- Creatine	THE FORTH		
On-Site Education				
GED Preparation and Testing				
Aggression Replacement T	١ ٠		Other Drugs Treatment*	
Anger Management Progr				
☐ Independent Living Preparation ☐ ☐ Sex Offender Treatment*				
Mental Health Treatment*	•	Gang Inte	rvention Services**	
Individual Counseling			unseling	
Other Services [specify here]: *				

# **ACKNOWLEDGMENTS**

I, The Giocosa Foundation acknowledge that all items listed below are current and/or in place at The Giocosa Foundation. If TJJD has any questions related to these matters, I can be reached via phone at 817-545-5300 (Stacy Anger, Program Director) or 512-306-9241 (Glenn Scruggs, Executive Director).

1)	The Giocosa Foundation staff, contractors (to include teachers) and volunteers have completed the TJJD fingerprint and background check process, and have been fingerprinted prior to working with the TJJD youth population and/or reviewing their records Yes
2)	The Giocosa Foundation staff, contractors and volunteers working with TJJD youth have received initial, annual, and/or refresher training as per the licensing/certification entity standards X Yes
3)	The Giocosa Foundation participates in the federal school lunch program Yes N/A
4)	The Giocosa Foundation has completed a Prison Rape Elimination Act (PREA) audit by August 31, 2016 and will make every effort to maintain compliance with the PREA standards in fiscal year 2018 Yes N/A-Foster Care Program
5)	The Giocosa Foundation allows TJJD youth at least one free phone call per week to his/her parent/guardian ⊠ Yes
6)	The Giocosa Foundation has provided the TJJD Youth Services Contracts Manager with all audit, monitoring, and investigation reports conducted by non-TJJD entities in FY'17 [9/1/16-8/31/17]   ☐ Yes

Signature

06/06/2017

Date

**Executive Director** 

Title

# **CONTRACT PROVIDER SPECIALIZED TREATMENT SERVICES**

Name of Contract Pro Foundation	vider: <b>The Giocosa</b>	Fiscal Year: 2018	
		lcohol & Other Drugs 🔲 M	ental Health 🛛
Anger Management [		ther: Please Specify	1997
Name of Curriculum: \	/arious Theoretical Me	thods – Match to Client Ne	eds
counseling is working designed to help the a	with the client on the indult or adolescent gro	ounseling) Program. The foissue that brought him/her w from an issue that brings	to counseling. It is him/her to
sense of self-awarene depression, anxiety, s	ss and emotional healt tress, grief, or an assor pach that is tailored to	ng of the problems as well a th. Clients may focus on iss tment of other emotional each client that will allow	ues related to or behavioral issues.
Category of Service:  Individual  Group	Duration of Service:  1 session/week for 1 hour(s) for (varies per client but often 24 - 36 weeks (may decrease to bi-weekly before completely discharging)		
☐ Family	session/mo	nth for hour(s) for	months
	Other:		
		SOPP-S, Program Director orth, TX 76104; 817-338-4	471
Contractor Employe	ee	Subcontractor	
TJJD Approver Typed KIMBA NO	Name: TJJD App	proval Date: 7-7-1-	7
X Phus Kimbla Newsom, TJJD	on	57	
Youth Services Contracts Ma	anager		

# **CONTRACT PROVIDER SPECIALIZED TREATMENT SERVICES**

Name of Contract Prov	vider: <b>The Giocosa</b>	Fiscal Yea		
Foundation				
Specialized Treatment	Services Type(s): Alc	ohol & Oth	ner Drugs M	ental Health
Anger Management		her: Please		entar ricater
Name of Curriculum: P	Pathway's to Sexual Agg			s to a Healthy Life
Description of Service:	Sex Offender Outpatier	nt Group T	herapy (Counse	ling).
Category of Service:	Duration of Service:			
☐ Individual	1 session/week fo	r 1 hour(s)	for 12 -24 weel	cs
	_			
Group	session/mon	th for	hour(s) for	months
Family	Other:			
L_jraimty	Other.	-		
Freatment Provider Na	ame: Ezio Leite, LPC-5, LS	SOPP-S. Pr	ogram Director	
	01 W. Rosedale, Fort We			471
7.		<b>5</b>		
☐ Contractor Employee ☐ Subcontractor				
TJJD Approver Typed		roval Date	: 7-7-1	7
Kimbla New	ISOM		, ,	•
Y DMI	$\infty$			
7901 law				
Kimbla Newsom, TJJD Youth Services Contracts Ma	202001			
Touth Services Contracts M	anayer			

# **CONTRACT PROVIDER SPECIALIZED TREATMENT SERVICES**

Name of Contract Provider: The Giocosa Fiscal Year: 2018				
Foundation				
Specialized Treatment Se	ervices Type(s): Alco	ohol & Other Drugs  Men	tal Health	
Anger Management			tarricular	
		ession or Footprint's Steps	to a Healthy Life	
		ex Offender Aftercare Thera		
Category of Service: [	Ouration of Service:			
K-3	The Control of the Co	1 hour(s) for 12 -24 weeks		
Z	A 2 session, week for	I hour (s) for IZ -Z4 weeks		
Group [	session/mont	th for hour(s) for	months	
Family [	Other:			
		OPP-S, Program Director		
PSY Family Services, 301	W. Rosedale, Fort Wo	orth, TX 76104; 817-338-447	1	
☐ Contractor Employee ☐ Subcontractor				
contractor Employee		⊠ 20pcouttactor		
TJJD Approver Typed Na	ame: TJJD Appr	oval Date: 7 - 7 - 17		
Kimbla Newsom				
Kill hold Mon	10011			
VIDOO				
X48 Newson				
Kimbla Newsom, TJJD				
Youth Services Contracts Manager				

# **CONTRACT PROVIDER SPECIALIZED TREATMENT SERVICES**

Name of Contract Prov Foundation	Name of Contract Provider: <b>The Giocosa</b> Fiscal Year: <b>2018</b> Foundation				
The second secon	Services Type(s): Alc		-	ntal Health 🔲	
Anger Management L		ner: Please !	Specify		
Name of Curriculum: V					
	Outpatient Alcohol/Dru	_			
problems and/or co-o utilizing evidence base placed in groups base	needed). Designed for patients ages 5 – 17 who struggle with emotional and behavioral problems and/or co-occurring disorders. Treatment consists of intensive group therapy utilizing evidence based treatment with a licensed, master's level therapist. Patients placed in groups based on grade and developmental functioning. Incorporate family therapy with the individualized case management services.				
Category of Service:	Duration of Service: session/wee	ek for	hour(s) for	weeks	
Group	session/mon	th for	hour(s) for	months	
☐ Family ☐ Other: Program is 4 – 6 weeks long, Monday – Friday from 9:00 A.M. to 3:00 P.M. (with before and aftercare available).					
Treatment Provider Name: Sundance Hospital – Arlington, 7000 US 287 Frontage Road, Arlington, TX 76001; 817-583-8080					
Contractor Employ	Contractor Employee Subcontractor				
TJJD Approver Typed Name: TJJD Approval Date: 7_7_17					
X Poneuson					
Kimbla Newsom, TJJD					
Youth Services Contracts Manager					

#### **CONTRACT PROVIDER SPECIALIZED TREATMENT SERVICES**

Foundation	ider: The Glocosa	Fiscal Ye	ear: <b>2018</b>	
		1	¥	
Anger Management [	Services Type(s): Alo Sex Offender Ot arious Theoretical Met	her: Please	e Specify	
Description of Service: more than a collection member. It emphasize Recognizes that famili ssues such as behavio	Family Therapy (Couns of individuals, but as a es family relationships es need support as the eral problems, academic seeing some members	seling) Pro a system w as central family gro c issues, di	gram. The focus with rules and role to good psycholo ws and changes. ivorce, remarriag	sees the family as es for each gical health. Helps address e, or blending
Category of Service:	Duration of Service: session/wee	ek for	hour(s) for	weeks
Group	session/mor	nth for	hour(s) for	months
	Other: Varies per f			
	me: Ezio Leite, LPC-5, L 01 W. Rosedale, Fort W	orth, TX 7	•	171
TIJO Approver Typed Kimbla Nei X PMuu	WSOM	oroval Dat	e: 7-7-1	7
Kimbla Newsom, TJJD Youth Services Contracts Ma				

# Texas Juvenile Justice Department Contract

# 1 ORGANIZATION AND ADMINISTRATION

The Giocosa Foundation (Giocosa) is a non-profit organization established in 1988 to provide an alternative to long-term institutional care for emotionally disturbed youth and adolescents. "Giocosa" is derived from the Italian word meaning, "The place where happiness dwells". Our mission is to match children with loving and nurturing families so they may form mutually satisfying and healthy relationships. Giocosa is an inclusive agency with a diverse group of staff, foster and adoptive parents. The commitment Giocosa has to providing for the best interests of a child makes it a unique child placing agency. Giocosa is small in size but large in its dedication to placing children with families committed to stabilizing a child's environment. This includes nurturing the child's development, offering them a secure and loving home, providing continuity in their life and helping them heal from past traumas.

The Giocosa Foundation's administrative office is located in Hutto, Texas. Giocosa also has branch or sub-offices located in Brownsville, TX., Laredo, TX., Belton, TX. and Bedford, TX. At this time only the Bedford, TX branch office is serving children referred from the Texas Juvenile Justice Department, however we are looking to possibly expand this program to one or more of our other sub offices in the future if there is a need for out of home placements in any of the sub office areas.

Giocosa's view of treatment includes fundamentals of humanism such as free will, expression, responsibility, purpose and meaning. Many children in the custody of the State feel powerless over their lives because of the abuse and neglect they have experienced in the past and/or the mistakes they have made. It is our goal to encourage these children to develop self-reliance as well as positive self-esteem, which will enable them with the motivation and coping skills necessary to live productive lives and heal past traumas.

While the organizations original intent was to provide a non-institutional environment for children with significant emotional and behavioral deficits, it has expanded its services over the years. The Giocosa Foundation currently provides Basic, Habilitative and Therapeutic foster care services, adoption services, and in 2016 added services for youth in the Custody of the Texas Juvenile Justice Department.

Most of the children served by Giocosa are in the custody of the State of Texas because of previous abuse or neglectful environments or in the custody of the Texas Juvenile Justice Department due to previous criminal convictions. Research shows that youth who enter the juvenile justice system also often come from abusive and/or neglectful environments. For this reason, Giocosa takes a Trauma Informed Care approach to helping children through both their current circumstances and help them heal from their past. Staff and foster parents receive ongoing training on how to best care for a child who has experience loss and trauma and the Trauma Informed Care Model is incorporated into each child's Individual Service Plan.

Permanency goals for the children served by Giocosa might include adoption, reuniting with their biological families, kinship care or remaining in foster care until they are 18 years old (up to 21 years of age if the child wishes to remain in care). Giocosa has a wide range of foster and adoptive families who specialize in caring for infants, toddlers and other children with basic needs; teen parents and their children; children with autistic behaviors; sibling groups; children with medical needs; children with significant developmental delays; children on probation or parole; and children who need help preparing for adult living.

#### A. LICENSING ENTITIES

The Giocosa Foundation has had a contract with the Texas Department of Family and Protective Services since 1988. Currently the Foundation is contracted with TDFPS and licensed to serve children requiring basic foster care and therapeutic foster care, including the following treatment services: emotional disorders, mental retardation, pervasive development disorders and primary medical needs (see Attachment - TDFPS Operating License - FY18).

In 2014, the Giocosa Foundation sub-contracted with Our Community Our Kids to provide Basic, Habilitative and Therapeutic foster care and adoption services. Our Community Our Kids currently holds a contract with TDFPS to place foster and adoptive children in the State's, "Foster Care Redesign" area or "area 3b". No additional licensing is required by Our Community Our Kids outside of Giocosa's TDFPS Operating License.

The Giocosa Foundation does not currently have any adverse actions with the Texas Department of Family and Protective Services nor with Our Community Our Kids.

- B. SIGNIFICANT CHANGES AFFECTING AGENCY Written Notification
  The Giocosa Foundation will notify the Texas Juvenile Justice Department (TJJD)
  in writing as soon as possible after any significant change affecting the Giocosa
  Foundation. Such changes may include a change in the organizations name, key
  personnel, payee identification number, and other significant changes including
  residential, educational, or clinical services/programming that may affect the
  delivery of services as outlined in this Statement of Work.
- C. COMPLIANCE WITH TJJD GENERAL ADMINISTRATIVE POLICIES (GAP)
  The Giocosa Foundation uses treatment foster homes to house juveniles in this program. These foster homes are non-secure facilities. Foster parents are responsible for 24-hour supervision of the youth in their care, however, it is not necessary for the youth to be in sight of the foster parents at all times. Level of Care, past offenses and age of child will directly affect the level of supervision any individual youth receives. During the process of treatment plan development, staff and foster parents shall develop a supervision schedule that adequately prevents the threat of the youth running away or otherwise being absent from the foster home without permission or the knowledge of the foster parents. The Giocosa Foundation will comply with all applicable TJJD General Administrative Policies (GAP) as outlined in the TJJD Contract Statement of Work FY'18. In the event that a

General Administrative Policy or other specific standard conflicts with the licensing/certification requirements of another entity that Giocosa is contracted or partnered with, Giocosa will submit a written request for waiver of the GAP to the organizations assigned TJJD Youth Services Contract Manager. Giocosa will continue compliance with the conflicting GAP whenever possible until a written waiver is received from TJJD.

#### D. BACKGROUND CHECKS

The Giocosa Foundation is committed to doing everything possible to screen staff and foster parents to help ensure the safety of any child/youth placed under any of our contracts. The screening process for staff includes in depth background checks (as outlined below), reference checks and ongoing supervision. The screening process for foster parents includes in depth background checks (as outlined below), public information requests for 911 calls to the foster home address in the previous 2 years, community and relative references checks, interviews with all household members, completion of a comprehensive Home Study and ongoing interactions during the training and licensing process.

The Giocosa Foundation will ensure that all staff and foster parents complete appropriate background checks as required by TDFPS Licensing and TJJD prior to having contact with youth. All staff and foster parents complete a pre-employment background check through the TDFPS system that includes a Department of Public Safety (Texas) check, Central Registry check and FBI fingerprint check. Additionally, as required by the agency's contract with TDFPS, all household members and frequent visitors age 14 and over are also required to complete Department of Public Safety (Texas), Central Registry and FBI checks prior to having contact with children (this requirement excludes foster or adoptive placements and TJJD youth placed).

Additionally, all Giocosa staff and foster parents working with or around TJJD youth will complete TJJD's background check process prior to working with any youth. This process includes:

- The staff or foster parent completing background check forms HR-028 and HR-975 and submitting the signed forms to the TJJD Youth Services Contracts Manager;
- 2. Awaiting the initial background investigation response for fingerprinting;
- 3. Having the staff or foster parent (cleared for fingerprinting) to go to the nearest FAST Pass location, using the TJJD (pre-paid) ORI#;
- 4. After fingerprinting has occurred, a copy of the FAST Pass receipt (i.e. proof of fingerprinting) will be sent to the TJJD Youth Services Contracts Manager.
- 5. Both the background investigation response letter and the FAST Pass receipt will be placed in the employee's personnel file or in the foster parent's foster home file as applicable.

The Giocosa Foundation will reimburse TJJD \$9.95 for the cost of fingerprinting each employee or foster parent.

# 2 YOUTH TO STAFF RATIOS AND TRAINING & PROFESSIONAL DEVELOPMENT

The Giocosa Foundation is committed to ensuring all children and youth placed are safe and receive the best care possible. For this reason, we are mindful of foster parent to youth and case management staff to youth ratios. Additionally, the Giocosa Foundation requires both staff and foster parents receive ongoing annual training on a variety of topics related to caring for children whom have experienced abuse and neglect and children/youth with special needs including but not limited to pervasive development disorder, emotional disorders, mental deficiencies, primary medical needs and criminal histories.

#### A. FOSTER PARENT TO YOUTH RATIO

The Giocosa Foundation complies with the Department of Children and Family Services foster parent to youth ratio as follows:

(a) A two-parent foster family home or one-parent foster family home with one additional full-time, live-in caregiver may care for up to six children, except as noted in the chart below:

If the home cares for:	Then the maximum number of children the home may care for is:
Infants	<ul> <li>Six, with a maximum of two infants and two more children less than six years old, unless the placement is necessary to maintain a sibling group of children.</li> </ul>
One child or more receiving treatment services for primary medical needs	<ul> <li>Six, with a maximum of three children with primary medical needs requiring total care, unless the placement is necessary to maintain a sibling group of children; or</li> <li>Four, if all placements are children with primary medical needs requiring total care, unless the placement is necessary to maintain a sibling group.</li> </ul>
	placement is necessary to maintain a sibling group of children.

(b) A one-parent foster family home or two-parent foster family home with one foster parent absent for extended periods of time (such as military service or out-of-town job assignments) may care for up to six children, except as noted in the chart below:

If the home cares for:	Then the maximum number of children the home may care for is:
Any child less than five years old	• Five
Infants	<ul> <li>Five, with a maximum of two infants and two more children less than six years old, unless the placement is necessary to maintain a sibling group of children.</li> </ul>
Three or more children receiving treatment services	• Four

One child or more	• Four
receiving treatment services for primary	• Four, with a maximum of one child with primary medical needs requiring total care, unless the
medical needs	placement is necessary to maintain a sibling group of children; or
	Two, if all placements are children with primary medical needs requiring total care, unless the
-	placement is necessary to maintain a sibling group of children.

(c) The maximum number of children that a foster family home may care for includes any biological and adopted children of the caregivers who live in the foster home, any children receiving foster or respite child-care, and any children for whom the family provides day care. All adults in care must also be counted in the capacity of the home as required by §749.2651(b) of this title (relating to May a foster home accept adults into the home for care?).

The Giocosa Foundation will generally not mix populations. TDFPS youth will not be placed in a home where TJJD youth are placed and vice versa unless the following conditions are met and approved by Giocosa, the foster family, TJJD and TDFPS placement staff:

- 1. The TDFPS youth was initially placed into the foster home or another Giocosa Foster home as a TJJD placement; the youth completed their TJJD requirements and TDFPS subsequently took custody of the youth;
- 2. Both TDFPS and TJJD youth to be placed are stable as determined by each child's individual treatment teams;
- 3. There are no safety issues or concerns identified with either the TJJD youth or the TDFPS youth.

#### B. CASEWORKER TO YOUTH RATIO

The Giocosa Foundation complies with the Department of Children and Family Services foster parent to youth ratio as follows:

- (A) A caseload of foster children only cannot exceed:
   (i) 35 for children receiving child-care services;
   (ii) 25 for children receiving treatment services; and
   (iii) 30 for a combination of children receiving child-care services and children receiving treatment services;
- (B) A caseload of foster homes only cannot exceed 15 homes; and
- (C) A combination caseload of both children and homes cannot exceed 30 cases. Calculate the maximum of 30 cases by counting:
  - (i) Each child as one case;
  - (ii) Each foster family home as one case; and
  - (iii) Each foster group home as two cases.

Giocosa case management staff whose primary duty is serving TJJD youth will not be assigned more than 16 youth total; to include both TJJD youth and TDFPS youth combined. Additionally, Giocosa case management staff serving TJJD youth will not be assigned more than 15 homes.

#### C. THERAPIST TO YOUTH RATIO

The Giocosa Foundation does not have a clinical therapist on staff. A TJJD youth requiring therapy services including individual, family, group or specialized, will be referred to an independent therapist that accepts the youth's assigned insurance (Medicaid or private).

D. TRAINING REQUIREMENTS FOR EMPLOYEES AND FOSTER PARENTS

The Giocosa Foundation provides a comprehensive orientation, development and
training program for both employees and foster parents. The training program
includes a plan for staff and foster parents to receive ongoing training with annual
required trainings and specific number of training hours.

#### 1. NEW STAFF AND FOSTER PARENTS

A. New Staff: Within the first 60 days of employment, Giocosa provides an intensive and informative orientation and training regimen for new staff. The training consists of general orientation to the agency, mission, philosophy, goals, specific policies, characteristics of the service process, generally accepted principles of child care and behavior management, and confidentiality issues among others. To encourage a smooth transition, the orientation process requires the new staff to engage with several other key positions within the office to learn office dynamics and to encourage team building.

New staff that have no experience in the field are engaged in job shadowing activities prior to having cases or duties assigned solely to them. The branch office Program Director is responsible for coordinating the New Staff Orientation for each newly hired staff person; including direct care staff. Completion of the orientation is documented in the employee's file.

B. New Foster Parents: Prior to any new foster parent(s) being licensed and having any child or youth placed into their home, new foster parents are provided with an intensive and informative orientation and training regimen. The training consists of general orientation to the agency, mission, philosophy, goals, specific policies, characteristics of the service process, generally accepted principles of child care and behavior management and confidentiality issues among others.

Please see "Attachment SOW1 —Pre-service and Annual Training Requirements FY'18" (Pre-Service Hours column) for the training requirements for both staff and foster parents for pre-service and annual/ongoing training.

C. Staff and Foster Parents Whose Primary Duties Include the Supervision of TJJD Youth: Staff and foster parents whose primary duties will include the supervision of TJJD youth will receive the following additional training prior to being the sole person responsible for the supervision of a TJJD youth. Sole supervision is defined as staff that are eligible to be included in the direct care staff to youth ratio. Staff and foster parent(s) will additionally receive education related to the Prison Rape Elimination Act (PREA), the agency's Zero Tolerance Policy for Sexual Contact and how to report incidents of sexual abuse.

CATEGORY	NAME OF TRAINING	STAFF HOURS	FOSTER PARENT HOURS
	PREA	2	2
TJJD Specific	Suicide Prevention	1	1
	Basic Youth Rights (TJJD)	1	1

#### E. ANNUAL TRAINING HOURS AND PROFESSIONAL DEVELOPMENT

The Giocosa Foundation provides ongoing training to both employees and foster parents on a variety of topics. Most ongoing training provided annually is training that is required by the Texas Department of Family and Protective Services. However, if a staff person or foster parent requests or is identified as needing subsequent training on a specific topic, then Giocosa will make diligent efforts to find (and may require attendance for) training on that particular topic.

The Giocosa Foundation follows the annual training hour requirements as outlined by the Department of Family and Protective Services Minimum Standards. At present, DFPS Minimum Standards outlines the following annual training hour requirement for caregivers caring for children receiving treatment services for emotional disorders, intellectual disabilities, or pervasive development disorders:

- o For homes with two foster parents, the foster parents must receive a total of 50 hours of annual training, of which eight hours for each foster parent must be on training specific to the emergency behavior interventions allowed by your agency, and two hours for each foster parent must be on training specific to trauma informed care. The remaining 30 hours must be distributed appropriately, and each foster parent must receive some amount of the remaining training.
- For homes with one foster parent, 30 hours, of which eight hours must be on training specific to the emergency behavior interventions allowed by your agency, and two hours must be on training specific to trauma informed care.

The Giocosa Foundation currently requires the following trainings be completed annually by all staff and foster parents:

Please see "Attachment SOW1 –Pre-service and Annual Training Requirements FY'18" (Annual Hours column) for the training requirements for both staff and foster parents for pre-service and annual/ongoing training.

Additionally, the Giocosa Foundation currently requires the following trainings be completed annually by all staff and foster parents whose primary duties include the supervision of TJJD youth.:

CATEGORY	NAME OF TRAINING		FOSTER PARENT HOURS
TJJD Specific	Suicide Prevention	1	1
	Basic Youth Rights (TJJD)	1	1

Staff and foster parents whose primary duties include the supervision of TJJD youth will be encouraged to complete training (outside of their required annual training or training hours) on related topics including but not limited to the juvenile justice system of Texas; security procedures; the supervision of children committed to TJJD; the rights and responsibilities of children in the custody of TJJD, behavior management, conflict resolution and de-escalation techniques; and mental health issues.

The Program Director for the local branch office is responsible for coordinating the individual annual training plan for each staff; including new hire training, continuing education, individualized trainings, in-service and external training. Each staff member is required to obtain 30 hours of clinical training annually conducted by a certified/qualified trainer (as defined by DFPS Minimum Standards). Training is secured through a variety of methods, which include internal training, regional training events, annual foster parent conferences (which include training for staff) and attendance at outside workshops and conferences.

# 3 MEDICAL AND DENTAL SERVICES

The Giocosa Foundation is committed to ensuring all youth served receive both emergency and routine medical care, medical procedures, medical testing and dental care at intervals recommended by Texas Health Steps or the youth's physicians.

# A. SUPERVISION FOR YOUTH IN HOSPITAL (NON-PSYCHIATRIC)

The Giocosa Foundation will ensure that either the Giocosa assigned case manager or a youth's foster parent(s) accompany youth who must go to the hospital for both emergency and non-emergency services (except psychiatric hospitalization admissions) for the duration of the hospital stay.

#### B. MEDICAID OR OTHER HEALTH CARE ENROLLMENT

The Giocosa case manager assigned to each TJJD youth placed will submit paperwork to enroll the youth in Medicaid or other health care program (as youth is eligible) within 48 business hours of the youth's admission. A copy of the Medicaid or other health care program enrollment paperwork will be kept in the youth's Giocosa case file.

#### C. OVER-THE-COUNTER MEDICATION AND MEDICAL SUPPLIES

The Giocosa Foundation requires foster parents serving TJJD youth to pay for all over-the-counter drugs such as aspirin, antibiotic ointment, etc. and medical supplies such as Band-Aids, gauze, adhesive tape, etc. that Medicaid or other health care program may not pay for.

# D. ENCUMBRANCE NUMBERS FOR YOUTH NOT ELIGIBLE FOR MEDICAID OR OTHER ASSISTANCE PROGRAM

Routine medical or dental services must be authorized in advance per the care agreement instructions. Each referral agency may have a different system and/or method of billing for these services. The Giocosa case manager will provide the foster parent(s) with the procedure for accessing and paying for medical or dental services for youth at the time of placement. Each youth will arrive with one of the following: a Medicaid card, insurance coverage or a procedure for direct billing of services to the county.

The Early, Periodic Screening, Diagnostic and Treatment (EPSDT) program is a preventive health care program available for Medicaid eligible individuals from birth through age 20 years. This program is accessed through the county department of health and involves for separate services including screening (physicals), vision, hearing and dental services. These services should be accessed as available for routine medical and dental care for the youth in placement.

The Giocosa case manager assigned to TJJD youth will obtain authorization and secure an encumbrance number from the TJJD Case Management Specialist (CMS)/Primary Service Worker prior to incurring health care expenses for youth not eligible for Medicaid or other assistance programs (except in the case of a bona fide emergency). Private insurance and governmental assistance programs will be utilized for health care when possible.

In rare instances, special arrangements for medical or dental care deemed necessary can be made through the Giocosa Program Director after receiving Giocosa administrative authorization for youth who do not qualify for Medicaid or other health care assistance programs. The Giocosa Foundation will not be financially responsible for any unauthorized medical or dental services incurred by a youth in placement.

#### E. PSYCHOTROPIC MEDICATION AND MEDICATION MANAGEMENT

The Giocosa Foundation does not have a psychiatrist on staff. A TJJD youth requiring psychiatry services including diagnostic and medication management, will be referred to an independent psychiatrist that accepts the youth's assigned insurance (Medicaid or private). Foster parents will ensure that youth prescribed psychotropic medication are seen for medication management at intervals recommended by the youth's psychiatrist.

# F. MONTHLY REPORTING FOR YOUTH PRESCRIBED PSYCHOTROPIC MEDICATION

The Giocosa Foundation TJJD Case Management staff or Program Director will submit a psychotropic medication report to TJJD each month. The report will be submitted to TJJD by the 5<sup>th</sup> business day of each month and will be submitted for all TJJD youth regardless of if they are or are not prescribed psychotropic medication.

#### G. HEALTH CARE SERVICES FOR YOUTH

The Giocosa Foundation will adhere to the TJJD GAP 380.9183 regarding Health Care Services for Youth. The following basic criteria, standards, and guidelines for delivery of health care services to TJJD youth will be followed for any TJJD youth placed with Giocosa.

#### Criteria for Medical Care

- 1. Giocosa will refer to and utilize medical providers who provide primary medical care for TJJD youth placed according to the following criteria established by the TJJD medical director:
  - a. Lifesaving treatment;
  - b. Limb-saving treatment;
  - c. Reasonable care to relieve pain;
  - d. Reasonable care for a degenerative condition;
  - e. Preventive services including age-appropriate immunizations; and
  - f. Treatment for medical conditions which if left untreated could result in serious bodily harm.
- 2. The Giocosa case manager or Program Director will seek approval from TJJD (medical director in consultation with TJJD's executive director) for any procedures outside these criteria for medical care.

#### Criteria for Dental Care

- 1. Giocosa will refer to and utilize dentists that assures equitable access to basic preventive services and essential treatment procedures when disease, significant malfunction, or injury occurs. Treatment priorities are:
  - a. Emergency/urgent treatment for conditions that will worsen or become life-threatening or acute without immediate intervention.
  - b. Interceptive intermediate treatment for asymptomatic advanced hardor soft-tissue disease or loss of masticatory function.

- c. Rehabilitative—definitive treatment for chronic hard- or soft-tissue disease or loss of masticatory function.
- d. Elective or special needs.
- 2. The attending dentist may deviate from this prioritization if necessary to protect a youth's overall health.
- 3. TJJD provides neither orthodontic braces nor maintenance of orthodontic braces for youth. However, if a youth has orthodontic braces when admitted to TJJD, TJJD provides necessary care to prevent injury to the mouth.
  - a. The youth's parent/guardian is responsible for the maintenance and adjustment of orthodontic braces after notification of TJJD policy.
  - b. Giocosa foster parent(s) and staff will work with TJJD staff to assist youth and parents/guardians in making orthodontic appointments, if needed. Appointments are usually made with the treating orthodontist, although a local orthodontist who agrees to examine and treat the youth may be used.
  - c. Giocosa foster parent(s) or staff will work with TJJD staff regarding assistance with transportation for orthodontic care only if the foster parent(s) or staff can accommodate traveling the distance required to return a youth to the treating orthodontist.

#### Services

The Giocosa Foundation is committed to the health and wellbeing of all children placed. Each child's treatment team will review mental, physical and oral health of the child at regularly scheduled review intervals to ensure all needs are being met.

- 1. The Giocosa foundation will ensure at least the following services are administered to TJJD youth placed, either directly or through contractual arrangements:
  - a. Physical examinations and treatment;
  - b. Dental examinations and treatment;
  - c. Treatment of injuries;
  - d. Mental health evaluations;
  - e. Immunizations;
  - f. Laboratory and diagnostic tests;
  - g. Administration of prescription or non-prescription medication for an illness or condition;
  - h. Chemical dependency evaluations; and
  - i. Examination following use of physical force and/or following decontamination resulting from using oleoresin capsicum spray (pepper spray) note, Giocosa does not authorize the use of oleoresin capsicum spray by any staff or foster parent on any youth placed.
- 2. Health Services Administrator: The Giocosa Foundation does not have a staff person qualified to act as health services administrator and act as the local health authority. Each youth placed will have a Primary Care Physician identified to act as the local health authority and coordinate and/or supervise medical services for any individual youth. The youth's assigned Giocosa case

- manager will monitor youth medical reports and records and assist the foster parent(s) when necessary to ensure all recommendations made for care or treatment are completed.
- 3. <u>Contract Health Care Professionals</u>: The Giocosa Foundation serves TJJD youth in individual family foster homes and thus does not have contract health care professionals to provide health care services in an infirmary type setting. If a TJJD youth placed is in need of observation or medical care that cannot be provided by the foster parent(s), the youth will be taken to the hospital for observation or medical care needed.
- 4. On-Site Medical Service Providers: The Giocosa Foundation serves TJJD youth in individual family foster homes and thus any and all medical and dental services (other than minor illness or injury that can reasonably and prudently be address by the foster parent(s)) a youth may need are obtained from medical and dental providers in the community.
- 5. Case Management and Consultation with Medical Service Providers: The Giocosa Foundation serves TJJD youth in individual family foster homes and thus case management and consultation with medical professionals including medical, dental and psychiatric will take place via phone or in person with the youth's individual provider(s). Youth will obtain all medical, dental, and psychiatric services in the community in which the foster home is located unless a specialist or other service provider is not available. When specialists or other service providers a youth requires services from are unavailable in the community in which the foster home is located, the foster parent(s) will take the youth to the nearest provider that accepts the youth's form of insurance.
- 6. <u>Comprehensive Health Services</u>: The Giocosa Foundation will ensure that at the time of a youth's admission, the youth placed receives the following health services at the noted intervals:
  - a. Health Screenings: The Giocosa foundation does not complete health screenings on youth; however, at the time of the youth's placement, the Giocosa case manager will review any medical, dental or other ongoing health needs to include current medications and follow-up treatment needed as provided by the TJJD Case Management Specialist (CMS)/Primary Service Worker. This review will include the plan for obtaining refills of all current medications a TJJD youth is prescribed at the time of his/her placement. If a youth placed has a follow-up appointment scheduled at the time of his/her placement the foster parent(s) will make reasonable efforts to ensure the youth attends the appointment. In cases where it is not feasible for Giocosa staff or foster parent(s) to transport the child to the scheduled follow-up appointment due to distance of the service provider, efforts will be made to contact the service provider and have the youth referred to a local specialist to complete the follow-up appointment.

- b. Physical Exams: The Giocosa Foundation will ensure that all youth placed have a physical exam within 30 days of the youth's placement unless Giocosa is provided with documentation the youth has received a physical exam within the previous 90 days prior to placement. After the initial physical exam youth will receive annual physical exams at intervals that correspond to their birthday (i.e. a youth who is placed in January and receives an initial physical exam on January 15 but who has a birthday on March 15, will receive another annual physical exam on or shortly after their birthdate; and then every subsequent year after that as recommended by Texas Health Steps).
- c. Mental Health Screening and Evaluations: The Giocosa Foundation will ensure that all youth placed have a mental health evaluation and/or psychological evaluation within 30 days of the youth's placement only if the TJJD Case Management Specialist (CMS)/Primary Service Worker notes at the time of placement that the youth needs such evaluation or reevaluation, if the youth is currently prescribed psychotropic medication and needs to have a local medical home for mental health or psychiatric services established.

If a TJJD youth placed has a current mental health or psychological evaluation or the TJJD Case Management Specialist (CMS)/Primary Service Worker does not feel the youth requires an evaluation or reevaluation for mental health or psychological needs, the youth will be referred for mental health and psychological screenings and follow-up screenings at intervals recommended by the youth's existing or newly established mental health physician or at the request of anyone on the youth's treatment team during the time the youth is placed. The Giocosa Foundation will adhere to all recommendations made by any mental health or psychological evaluations completed as long as such recommendations are covered by the youth's individual insurance coverage. The Giocosa Foundation will not pay for any procedures, testing or evaluations that are not covered by the youth's individual insurance coverage. In the event a treatment or service recommended by a youth's mental health service provider or provider completing the youth's psychological evaluation is not covered by the youth's individual insurance coverage, the Giocosa case manager or Program Director will seek approval from TJJD (medical director in consultation with TJJD's executive director) for any uncovered procedures, testing or evaluations.

d. Dental Screening and Examinations: The Giocosa Foundation will ensure that all youth placed have a dental exam within 60 days of the youth's placement unless Giocosa is provided with documentation the youth has received a dental exam within the previous 180 days prior to placement. If the youth has a current dental exam at placement, the youth will be referred for a bi-annual dental exam (6 months from the date of the last dental exam provided) or at intervals recommended by the youth's dentist or authorized by the youth's medical/dental insurance provider. After the initial dental exam youth will receive annual or bi-annual dental exams or

at intervals recommended by the youth's dentist or as approved by the youth's insurance provider.

Any follow-up treatment indicated by a youth's dentist will be completed timely as recommended by the dentist. The Giocosa Foundation will not pay for any dental work or procedures that are not covered by the youth's individual insurance coverage. In the event a treatment or service recommended by a youth's dental provider is not covered by the youth's individual insurance coverage, the Giocosa case manager or Program Director will seek approval from TJJD (medical director in consultation with TJJD's executive director) for any uncovered work or procedures.

e. Vision and Hearing Screenings: The Giocosa Foundation will ensure that all youth placed have a vision and hearing screening within 60 days of the youth's placement unless Giocosa is provided with documentation the youth has received a vision and/or hearing screening within the previous 12 months prior to placement. If the youth has a current vision and/or hearing screening at placement, the youth will be referred for an annual vision and/or hearing screening (12 months from the date of the last vision or hearing screening provided) or at intervals recommended by the youth's physician, optometrist or audiologist. After the initial vision and hearing exam youth will receive annual vision and hearing exams or at intervals recommended by the youth's physician, optometrist or audiologist.

Any follow-up treatment related to vision or hearing that is indicated by a youth's physician, optometrist or audiologist will be completed timely as recommended by the specialist. The Giocosa Foundation will not pay for any vision or hearing related products such as glasses, contacts, hearing aids or other special equipment recommended for vision or hearing related needs or procedures that are not covered by the youth's individual insurance coverage. In the event a treatment or service recommended by a youth's physician, vision or audiology provider is not covered by the youth's individual insurance coverage, the Giocosa case manager or Program Director will seek approval from TJJD (medical director in consultation with TJJD's executive director) for any uncovered work or procedures.

f. Prescription Eyewear: If a youth's screening indicates the youth needs a new prescription for eyewear, state-issued prescription eyewear will be provided by TJJD or the youth's individual insurance program. If a TJJD youth wishes to wear contact lenses, except when medically necessary and when glasses are ineffective for correcting vision, the youth or the youth's parents will be responsible for paying for items related to contact lens wear including but not limited to contact lens exams, contact lens storage cases, contact lens cleaning solution, contact lens or eye rewetting solution or drops, and contact lenses (when youth's insurance does not cover the contact lens exam, contact lenses or related supplies).

- g. Audiological Referrals: If a youth fails a hearing screening, the youth will be referred to an audiologist for evaluation and treatment as needed. The youth's foster parents will ensure all recommendations for follow-up treatment are completed in a timely manner. In the event a treatment, testing or specific equipment is recommended by a youth's audiologist is not covered by the youth's individual insurance coverage, the Giocosa case manager or Program Director will seek approval from TJJD (medical director in consultation with TJJD's executive director) for any uncovered work or procedures.
- h. Dental Cleanings: If a youth's dentist determines a dental cleaning is necessary, the foster parent will schedule a time to take the youth for the procedure to be performed by a dental hygienist as long as the youth's medical insurance provider approves the cleaning. In the event a dental cleaning is not covered by the youth's individual insurance coverage, the Giocosa case manager or Program Director will seek approval from TJJD (medical director in consultation with TJJD's executive director) for any uncovered cleaning procedures. The Giocosa Foundation will forward all dental records to the youth's TJJD Case Management Specialist (CMS)/Primary Service Worker so that it can be made part of the youth's electronic medical record.
- i. <u>Physical and Dental Examinations Annually</u>: The Giocosa Foundation will ensure TJJD youth placed received physical and dental examinations annually and treatment as needed, in accordance with TJJD's, "Criteria for Medical Care" and "Criteria for Dental Care" described above.
- j. Obstetrical and Gynecological Services: The Giocosa Foundation will refer any female youth placed for an annual gynecological exam as allowed by the youth's insurance coverage. Giocosa will ensure any follow-up treatment noted at a youth's gynecological exam is scheduled and completed timely as allowed/authorized by the youth's insurance coverage. Giocosa will ensure a TJJD youth placed who requires obstetrical services receives those services as recommended by the youth's physician and as allowed by the youth's insurance coverage. In the event a recommended treatment or test is not covered by the youth's individual insurance coverage, the Giocosa case manager or Program Director will seek approval from TJJD (medical director in consultation with TJJD's executive director) for any uncovered testing, evaluation or procedures.
- k. <u>Family Planning Services</u>: The Giocosa Foundation will refer any TJJD youth who requests information on family planning services to the youth's primary care physician for information and care as needed.
- 7. <u>Limitation of Services</u>: The Giocosa Foundation is not responsible for medical costs incurred by a youth:
  - a. On furlough or conditional placement status with a parent, relative, or guardian;

- b. N/A
- c. On escape/abscond status; or
- d. In a detention center or a county facility.

The Giocosa Foundation will not subject any youth to or approve any youth participation in any pharmaceutical, cosmetic, or other medical experiments. This policy does not preclude individual treatment of a youth who needs a specific medical procedure that is not generally available.

8. Health Care Requirements: The Giocosa Foundation does not have facilities housing more than 25 youth. Youth are served in individual foster family homes with 6 or less children. None of the foster family homes have any medical facilities or staff on site. The youth's treatment team including TJJD staff, Giocosa staff, and medical professionals as applicable will help develop the youth's medical plan of care.

Youth have the right to request their foster parent assist them in obtaining medical treatment as needed. If a youth has complaints about services they did or did not receive, the youth will be directed to utilize the TJJD grievance system. As Giocosa does not have any medical personnel on staff, recommendations for a youth's care and treatment for any medical or dental need will be deferred to the youth's primary care physician or specialists.

A youth who, by history or examination, has a serious or life-threatening medical condition and whom is determined to need placement on medical alert status will be taken to the emergency room. The Giocosa Foundation does not allow administration of emergency psychotropic medication in the foster home setting. Should a situation arise or a medical provider determine a youth requires use of emergency psychotropic medication the youth will be taken to the nearest emergency or psychiatric hospital. The foster parent(s) for any TJJD youth placed are responsible for knowing the contact numbers for each youth's medical, dental and psychiatric providers in case of emergency. Foster parent(s) may also call 911 in an emergency to obtain necessary care for a youth placed.

The Giocosa Foundation follows all standards as outlined by the Texas Department of Family and Protective Services Minimum Standards for Child Placing Agencies regarding practices of acquisition, storage, administration, and documentation of prescription drugs.

9. Medical Concerns Reported by Youth: Any TJJD youth placed may request a sick call for the evaluation of health concerns. The youth's foster parent(s) may contact the youth's primary care physician or his/her nurse if the youth reports a health concern or if the foster parent(s) is concerned about a youth's health status.

- 10. <u>Emergency Room Referrals</u>: Emergency room referrals may be authorized only by a youth's medical providers. In a life-threatening situation, non-medical personnel (Giocosa staff or foster parent(s)) may contact 911 in accordance with medical emergency procedures.
- 11. <u>Notification</u>: TJJD staff will be notified of a youth's serious illness or injury or if surgery is recommended at the earliest opportunity (immediately upon medical personnel taking over youth's emergency care and after pertinent medical needs, history, symptoms, etc. has been related to emergency medical personnel).

Giocosa's foster parent(s) are trained to notify both the youth's Giocosa case manager and/or Program Director as well as the youth's assigned TJJD Case Management Specialist (CMS)/Primary Service Worker. As the foster parent(s) may be needed by medical personnel in the hours after a medical emergency occur, Giocosa staff will take over notifications to TJJD regarding the emergency and updates on the youth's status. Giocosa staff will work with TJJD staff regarding notification of the youth's parents or guardians.

# 4 REHABILITATIVE/TREATMENT SERVICES

The Giocosa Foundation is committed to ensuring all youth served receive rehabilitative and treatment services as recommended and established by the youth's service providers and treatment team. Giocosa staff and foster parents are committed to helping youth work through issues surrounding their involvement with the TJJD system as well as building on each youth's individual strengths and abilities.

#### A. COUNSELING AND TREATMENT SERVICES

The Giocosa Foundation does not have a clinical therapist on staff. A TJJD youth requiring therapy services including individual, family, group or specialized, will be referred to an independent therapist that accepts the youth's assigned insurance (Medicaid or private). Giocosa will incorporate any treatment services recommended by a youth's counselor or treatment services provider(s) into the youth's treatment plan.

B. CASE MANAGEMENT REQUIREMENTS FOR CONTRACT PROGRAMS
Giocosa will maintain compliance with the, "TJJD Case Management Requirements
for Contract Care Programs" (see Attachment-TJJD Case Management
Requirements for Contract Care Programs).

#### C. SEXUAL BEHAVIOR TREATMENT AFTERCARE SERVICES

The Giocosa Foundation does not have a clinical staff person to provide sexual behavior treatment aftercare services. A TJJD youth requiring sexual behavior treatment aftercare services will be referred to an independent service provider that accepts the youth's assigned insurance (Medicaid or private). Giocosa will

incorporate any treatment services recommended by a youth's sexual behavior treatment aftercare service provider into the youth's treatment plan.

#### D. RELEASE REVIEW PANEL

At least 30 days prior to the expiration of a TJJD youth's minimum length of stay, Giocosa will provide the TJJD Case Management Specialist (CMS)/Primary Services Worker any information relevant to the decision on whether the youth is in need of additional rehabilitation in a residential placement as detailed in GAP 380.8557.

#### E. OTHER REHABILITATIVE SERVICES (Identified In Statement of Work)

The Giocosa Foundation has identified service providers in the community (as outlined in (Current/Proposed Service Providers - FY18) to provide a variety of services to youth including but not limited to GED preparation and testing, anger management services, independent living preparation, mental health treatment, individual counseling, vocational training, alcohol and other drug treatment, sex offender aftercare treatment, and family/group counseling.

#### 5 TARGET POPULATION / DAILY RATES

The Giocosa Foundation is licensed by the Department of Family and Protective Services to serve both male and female children from 0 to 17 years of age.

#### A. POPULATION GENDER AND AGE

For the purpose of this program/contract, Giocosa is open to receiving and placing appropriate referrals for both males and females age 0 to 17 years; however, per the TJJD contract children age 14 to 18 will be referred/placed unless otherwise specified by TJJD.

#### B. PAYMENT CLAIMS/INVOICE SUBMISSION

The Giocosa Foundation will submit payment claims/invoices to the TJJD Case Management Specialist (CMS)/Primary Service Provider or TJJD Contract Care Case Management Supervisor (CMSS) no later than five (5) working days from the last day of the month for which payment is requested. Invoices will contain names of youth, TJJD's assigned youth number and the dates present in the program. For payment purposes, Giocosa will only bill for days in which a youth was present until 12:01 A.M. or when the youth is authorized by the TJJD CMMS to be away.

Giocosa will only bill for days in which a TJJD youth is admitted at a psychiatric hospital if daily contact is made with the youth and/or hospital staff and the contact is documented in writing. For youth on escape status, Giocosa will only submit for payment for up to three (3) days when Giocosa has agreed that the youth could return to the program during one or more days (up to 3) after the youth is deemed to be on escape status by the TJJD CMS or CMSS.

#### C. DAILY RATE SCHEDULE

The Giocosa Foundation agrees to the below rate schedule for both sex offending youth and other youth offenders. Giocosa will not place any more than six (6) youth at a time in any one foster family home.

Rate Schedule		
Rate (Per Youth, Per Day)	Minimum #	Maximum#
\$92.40 (non-SO's)	1	6
\$115.50(SO's)	1 1	6

## 6 DAILY LIVING SERVICES

The Giocosa Foundation is committed to providing youth a family home environment which is the least restrictive placement setting for youth who cannot return to their family of origin.

# A. YOUTH AND PARENT ORIENTATION TO PROGRAM SERVICES AND VISITATION PROCEDURES

Giocosa will provide youth and parent orientation to all program services and visitation procedures. Youth will be provided with a youth handbook (see Attachment - Youth Handbook - TJJD Placement FY'18) at the time of placement. The handbook includes information on program services and visitation procedures. All youth sign a form indicating their receipt of the youth handbook and a copy of the form is located in the Giocosa youth file. Additionally, after placement parents/guardians are mailed a letter detailing visitation procedures.

# B. STRUCTURED ACTIVITIES / RECREATION

The Giocosa Foundation encourages foster parents to provide structured activities and opportunities for recreation and leisure time as outlined in GAP 380.9117. Activities provided are documented on Giocosa's Recreation log (including if activities are offered but refused by the youth) which is submitted to the Giocosa case manager assigned monthly. The Recreation Log is kept in the youth's Giocosa file.

#### C. FOOD AND NUTRITION

The Giocosa Foundation will comply with GAP 380.9113 – Food and Nutrition. As youth are housed in foster family homes, Giocosa foster parents are responsible for all food services for youth placed.

#### D. LIVING ENVIRONMENT

In addition to compliance with GAP 380.9103 – Living Environment, the Giocosa foundation also ensure all foster family homes serving TJJD youth are compliant with the Department of Family and Protective Services Minimum Standards related to a child's living environment. Giocosa staff visit the foster home at least once each month, offering an opportunity to talk to the youth about how he/she feels about

their living environment and visually check for any concerns with the living environment. Additionally, Giocosa staff complete quarterly inspections in which the foster home is walked with the specific purpose of ensuring the living environment is safe and compliant with GAP and Minimum Standards.

It is also required that the foster parents have a fire and health inspection completed bi-annually by their local fire and health department. In the event that the local fire department does not conduct fire inspections, the Giocosa case manager or other qualified staff person will complete a fire inspection annually. In the event that the local health department does not conduct health inspections, the Giocosa case manager or other qualified staff person will complete a health inspection annually.

#### E. PHONE CALLS

All TJJD youth placed will be permitted at least 1 phone call per week to his/her parent or guardian and other calls in accordance with GAP 380.9313 – Use of Telephone.

#### 7 EDUCATION SERVICES

The Giocosa Foundation is committed to ensuring youth receive education or vocational services/training that meets the individual needs of the youth. The type of education or vocational training a youth receives is determined by the youth's treatment team and detailed in the youth's individual treatment plan.

#### A. EDUCATION SERVICES ACCREDITATION

All youth served will attend a traditional public education setting/school that is local to the community in which the youth is placed and that is accredited by the Texas Education Agency. In the event a youth requires a specialized education setting or is unable to be served in the local public school district, Giocosa will find the nearest facility that can meet the youth's education needs and ensure it is accredited by the Texas Education Agency.

#### B. INSTRUCTION HOURS / SCHOOL TERM

All youth served will attend a daily average of at least five and one-half hours (330 minutes) of instruction in required secondary curriculum based on a 180-day school term or its equivalent unless one of the following condition exist:

- 1. The youth is unable to attend the required amount of time due to a documented medical illness or issue or is hospitalized;
- 2. The youth has obtained his/her GED and vocational training available does not meet the above required hours (youth will be required to attend vocational training as scheduled). Youth attending vocational training instead of a traditional secondary curriculum based school must have approval from his/her treatment team and a structured plan will be incorporated into the youth's

3. The youth does not attend the required number of hours due to excused absences such as court appearances, probation/parole meetings, doctor or dental visits, or other required treatment services that cannot be conducted at times outside of the school day.

#### C. G.E.D. PREPARATION SERVICES AND TESTING

When appropriate and approved by a youth's treatment team, Giocosa will locate the nearest G.E.D. preparation services to the youth's placement. Youth will be expected to attend G.E.D. preparation services as scheduled. Additionally, arrangements will be made for the youth to go to the nearest G.E.D. testing center when they are ready/eligible to take the exam.

#### D. VOCATIONAL PROGRAMMING

The Giocosa Foundation does not provide vocational programming. Youth placed who require vocational programming or training will be referred to the nearest vocational training center to the foster home in which they are placed. When appropriate and approved by a youth's treatment team, the youth's Giocosa case manager or foster parent will assist the youth in enrolling in vocational programming.

# 8 SAFETY AND SECURITY PRACTICES

The Giocosa Foundation is committed to the safety and security of all youth placed as well as staff and foster families. Giocosa is continually evaluating policies and procedures to ensure youth safety. The TJJD Youth Services Contracts Manager will be notified of any changes in safety and security practices or policies during the contract term.

#### A. TRANSPORTATION

The Giocosa Foundation understands that once a TJJD youth is placed the agency is responsible for meeting the youth's transportation needs. Foster parents wishing to serve TJJD youth are made aware of and must agree to the requirement they meet a youth's transportation prior to any youth being placed. Additionally, Giocosa and the foster parents serving TJJD youth understand that upon a youth's release from the program we/they must provide transportation from the program to a public transportation location (e.g. bus station or airport) as arranged by TJJD staff (unless the youth's parent/guardian is picking the youth up).

B. CRITICAL / SERIOUS INCIDENTS, SUSPECTED MISTREATMENT OF YOUTH, NOTIFICATION OF ALLEGED ABUSE, NEGLECT, AND EXPLOITATION, DEATH OF A YOUTH

The Giocosa Foundation will maintain compliance with TJJD's requirements for reporting critical incidents, serious incidents, and suspected mistreatment of youth as outlined in the following GAP's:

- 1. GAP 07.03 · Requirements for Reporting Critical / Serious Incidents, and Suspected Mistreatment of Youth
- 2. GAP 07.33 · Notification of Alleged Abuse, Neglect, and Exploitation Cases
- 3. GAP 385.9951 · Death of a Youth

#### C. EMERGENCY PLAN FOR CATASTROPHIC EVENTS

The Giocosa Foundation agrees to comply with the agencies established, "Statewide Disaster and Recovery Plan" (see Attachment - Disaster and Emergency Response Recovery Plan – Agency FY'18) when handling any catastrophic events.

Additionally, Foster parents receive training and assistance in developing a, "Disaster and Emergency Plan" (see Attachment - Disaster and Emergency Plan Family FY18) for their home and individual geographical location. This plan helps foster families plan and be prepared for a wide range of emergencies including but not limited to Tornado or other severe weather situations, mandatory evacuation by local officials, fire, chemical or hazardous material spill, weapons of mass destruction, acts of terrorism, and critical equipment failure. Foster families are required to notify Giocosa of any emergency or catastrophic events as soon as it is safe to do so. Giocosa will then ensure internal policies and procedures are followed regarding notification of applicable licensing or contracting entities, including the TJJD Youth Services Contract Manager for emergencies or catastrophic events affecting any TJJD youth and/or TJJD foster homes and parents.

D. FORMAL YOUTH INCIDENT REPORT (reportable major rule violations) Giocosa staff or foster parents will complete a formal youth incident report for all TJJD reportable major rule violations (as listed in GAP 380.9503 – Rules and Consequences for Residential Facilities) and provide a copy of the report to the youth as well as the TJJD CMS/Primary Service Worker within 24 hours of the alleged incident violation.

## 9 YOUTH RIGHTS AND PRIVILEGES

The Giocosa Foundation believes that all children placed in a foster or adoptive home have basic rights. Giocosa will provide all TJJD youth placed with a copy of the agencies youth handbook (see Attachment – Youth Handbook – TJJD Placement FY18) at the time of placement into a TJJD foster home. Giocosa also feels it is important that youth are informed of their right to file a grievance if they feel mistreated, abused or neglected in any way. Giocosa's, "Youth Handbook" includes the process for filing a formal grievance and their right to appeal any grievance ruling. All Giocosa staff assigned to serve TJJD youth are trained on agency grievance procedures, TJJD Grievance Procedures as well as Mandatory Reporting laws.

#### A. BASIC RIGHTS OF TJJD YOUTH

Giocosa will ensure that the following basic rights as recognized for each youth in TJJD custody are afforded to any TJJD youth placed with the agency. A copy of

TJJD's, "Basic Youth Rights" policy will be given to each youth at the time of their placement and the Giocosa Child Placing Specialist assigned to the youth will review the form with the youth. The youth will be asked to sign a copy of the, "Basic Youth Rights" and the signed copy will be kept in the youth's Giocosa file. Foster parents who wish to serve TJJD youth in their home will receive orientation to TJJD's "Basic Youth Rights". A signed copy of TJJD's, "Basic Youth Rights" will be kept in the foster parent home file.

Giocosa will not compel youth placed to participate in any religious activity.

- 1. General Provisions: If a youth placed in a Giocosa foster home feels that Giocosa (staff or foster parents) and/or TJJD has violated one or more of his/her basic rights (as outlined below) or in some way has treated him/her unfairly, abusively, or neglectfully, the youth may initiate action to remedy the situation. Giocosa staff will assist youth in filing a formal grievance and will follow both the agency's internal grievance procedure (as outlined in the Giocosa Youth Handbook) and the TJJD Youth Grievance Manager system (as outlined in Section 9.B. below). Additionally, depending on the nature of the grievance, Giocosa staff will both report and assist the youth in filing a report with the Texas Department of Family and Protective Services Abuse/Neglect Hotline and/or local law enforcement as applicable.
  - a. Right to Equal Treatment: Youth have the right not to be discriminated against because of race, sex, language, national origin, disabilities, sexual orientation, gender identity, religion, or personal opinions.
  - b. Right of Free Speech and Expression:
    - i. Youth have the right to express themselves freely except when:
- their expressions interfere with the safe and orderly operation of the program; or
- totally free expression would be inappropriate due to the unique vulnerability of youth to improper influences.
  - ii. Youth who speak languages other than English are allowed to speak those languages at any time, except:
- during classroom discussions, group counseling sessions, and other organized
  activities unless the youth is limited English proficient and has been approved to
  use a translator; or
- when a staff member has reasonable cause to believe, based on reliable evidence, that the non-English communication poses a direct threat to the safety of others or to facility security and order.
  - c. Right of Religious Freedom: Youth have the right to participate in religious activities. TJJD may not compel youth to participate in any religious activity.

- d. Right to Personal Possessions: Youth have the right to keep and use personal possessions that do not endanger the safety of staff and youth, disrupt programs and activities, encourage delinquent subcultural values, or appeal to the unique vulnerability of youth to improper influences. Youth may not possess contraband as defined by §380.9107 (GAP Youth Personal Property). TJJD may also limit a youth's personal possessions based on:
  - i. Risk to facility safety (e.g., danger to self or others, fire hazards); or
  - ii. Risk to sanitary living conditions; or
  - iii. The youth's progress in the agency's rehabilitation program; or
  - iv. The amount of space allotted to each youth. The amount of space provided to each youth is dependent on local issues such as the configuration of the dorm. Excess items are returned to the youth's family.
- e. Right to Receive Visitors: Youth have the right to receive visitors, including but not limited to private in-person communication with parents as defined by §380.9312 (GAP Visitation).
- f. Right to Access Mail and Telephone: Youth have the right to correspond freely through the mail, subject to certain limitations described in §380.9315 (GAP Youth Mail). Youth are provided access to telephones to the extent possible within plant limitations, with equal opportunities for telephone use being provided to all residents within a facility. Youth have access to a telephone in the event of an emergency. See §380.9313 (GAP Telephone Use).
- g. Right to Earnings and Monetary Gifts: TJJD may limit the amount of money in a youth's personal possession but may not withdraw money from a trust find without the youth's consent.
- h. Right to Protection from Physical and Psychological Harm: Youth have the right to be protected from physical and psychological harm. They have the right to adequate food, clothing, and shelter, and may not be deprived of food or sleep in the interests of treatment or discipline. Youth may not be administered tranquilizers or other drugs in the interest of discipline or order. Purposeless or degrading work is prohibited.
- i. Right to Medical and Dental Care: Youth have the fight to basic and necessary medical and dental care, both routine and emergency.
- j. Right of Access to Attorneys: Youth have the right to confer with their attorneys in private, with appropriate restrictions on the time and place of meeting.

- k. Right to be Informed: Youth have the right to be informed of all rights, policies, procedures, and rules affecting them while in the custody of TJJD.
- Right to Accuracy and Fairness in Decision Making: Youth have the right to
  expect accuracy and fairness in all decisions made concerning them. The
  degree of procedural protection afforded a youth must be consistent with the
  requirements of due process of law, including the right to appeal any decision
  made by staff concerning the youth.
- m. Right to Confidentiality of Records: Youth have the right to expect that their records will not be released to anyone other than those authorized by law to have access to them.
- n. Right to Express Grievances and Appeal Decisions: Youth have the right, without fear of reprisal, to have access to a prompt and fair method of resolving grievances.

# B. TJJD YOUTH GRIEVANCE MANAGER SYSTEM

The Giocosa Foundation will participate in the TJJD Youth Grievance Manager system; using pre-numbered grievance forms (YRD-101) provided by TJJD's Youth Services Contracts Manager (or designee). The grievance system allows for youth and their parents or guardians to appeal decisions made by Giocosa staff and/or foster parents and TJJD personnel to the TJJD Executive Director as outlined in GAP 380.9353.

#### C. YOUTH RIGHTS MONTHLY MONITORING REPORT

The Giocosa Foundation will submit a youth rights monthly monitoring report (TJJD Form YRD-108) to the TJJD Youth Services Contracts Manager by the eighth (8th) working day of each month.

# D. RELIGIOUS ACTIVITIES, MORAL VALUES, WORSHOP, RELIGIOUS EDUCATION AND VISITATION WITH PERSONAL CLERGY

The Giocosa Foundation will ensure TJJD youth have access to religious activities of their choice in compliance with GAP 380.9121 – Moral Values, Worship and Religious Education. Additionally, Giocosa will ensure TJJD youth have access to visit with Personal Clergy of their choice in compliance with GAP 380.9317 – Visitation with Personal Clergy.

#### E. ACCESS TO ATTORNEY AND COURT

Giocosa will ensure that youth have access to their attorney or the court through the use of mail, telephone and visitation.

#### 1. Telephone

- a. Giocosa staff and foster parent(s) will allow youth liberal but reasonable time limits to place calls to attorneys, attorneys' staff and court staff (see Attachment Youth Handbook TJJD Placement FY'18').
- b. Giocosa staff and foster parent(s) will allow youth to have confidential communication with their attorneys, attorneys' staff and court staff. Calls to attorneys, attorneys' staff and court staff can be made from their foster home or foster parent(s) telephone, their personal cell phone (if applicable), or the Giocosa Foundation office phone. The youth will not be charged for these types of phone calls.
- c. Calls from attorneys, attorneys' staff or court staff may interrupt regular program activities including school, group meetings and work duties when necessary.
- d. Youth may receive incoming calls from attorneys, attorneys' staff or court staff at any time during the day. When youth are unable to come to the telephone, messages will be taken by the foster parent(s) or Giocosa staff.

#### 2. Mail:

a. Giocosa staff and foster parent(s) will ensure that youth are provided an unlimited number of stamps and writing material for use in contacting attorneys, attorneys' staff or court staff. Youth must show their foster parent(s) or Giocosa case manager a sealed envelope addressed to any of the above persons and the youth will be given a stamp for the correspondence.

#### 3. Visitation:

- a. Giocosa staff and foster parent(s) will ensure youth may receive visits from their attorneys, including their attorneys' staff, during reasonable days and times (usually between 8:00 a.m. and 7:00 p.m.) whenever reasonable arrangements can be made (see Attachment Youth Handbook TJJD Placement FY'18).
- b. Giocosa staff and foster parents(s) will ensure youth are provided confidential visitation with their attorneys and their attorneys' staff.
- c. Youth may decline to visit with their attorneys or their attorneys' staff at any time.

#### F. ACCOUNTING SYSTEM FOR YOUTH'S PERSONAL FUNDS

Giocosa will work with foster parents, the TJJD Case Management Specialist (CMS)/Primary Services Worker and the youth individually on a system for accounting for a youth's personal funds. The system will be based on the individual youth's responsibility level, types/sources of income the youth has (i.e. parent/guardian sending money, income from employment, etc.) and appropriate ways to help the youth develop independent living skills regarding money and finance. Once a system has been agreed upon by the youth's treatment team the agreed upon plan will be written into the youth's treatment plan and will be reviewed each time the treatment plan is updated. Written documentation to

account for a youth's funds will be kept in the youth's Giocosa case file and provided to TJJD when requested.

#### G. YOUTH MAIL

Giocosa understands that youth have the right to communicate or correspond through the mail with persons or organizations subject only to the limitations necessary to maintain facility order and security and to protect youth from improper influences. Giocosa will ensure that staff and foster parents comply with GAP 380.9315 - Youth Mail.

- H. YOUTH COMMUNICATION BETWEEN TJJD, THE PUBLIC AND THE MEDIA The Giocosa Foundation will allow for communication between a TJJD and the public and media in accordance to TJJD GAP 385.8137 and subject to rules established by TYC in the interest of order and safety within limitations of rules and confidentiality.
  - 1. Since TJJD youth placed with the Giocosa Foundation are served in foster family homes, news media will not be granted access to the foster home facility. Giocosa believes this would be a violation of the youth and foster family's privacy. Staff and foster parents will support media contact that serves the interest of public awareness and encourages the youth to contribute productively to the community. However, unless the foster parents, agency and TJJD Case Management Specialist (CMS)/Primary Service Worker all agree allowable media contact should occur in the foster family home, all media contact will take place outside of the foster family home (generally at the Giocosa Foundation office or off-site event youth may be involved in).
  - 2. Giocosa staff and foster parents will not release case related records or divulge information that is confidential by law or which identifies individual youth.
  - 3. TJJD youth placed will be provided access to members of the news media, as they would be to any other person in accordance with TJJD GAP 93.1 (relating to Basic Youth Rights).
  - 4. TJJD does not require parental consent for general news media visits, however, foster parents will be encouraged to notify Giocosa prior to scheduling any media visits or interviews to determine if such an interview or visit is in the best interest of the youth (except for interviews or visits relating to the youth's participation in organized sports, clubs, school activities or projects, etc. that are positive and unrelated to a youth's history or case).
  - 5. The Giocosa Foundation utilizes independent treatment service providers for youth. Thus, no audio or visual recordings of treatment session(s) addressing personal or confidential information will be made, nor will observation of treatments sessions be permitted.

6. In the event the news media requests to interview or to film youth, Giocosa will contact the TJJD Youth Services Contracts Manager to begin TJJD's approval process. If the request is denied Giocosa will not allow the youth to be interviewed or filmed. If the request is granted, Giocosa will work with the TJJD Youth Services Contracts Manager to ensure GAP 385.8137(i) is followed.

# 10 MONITORING, EVALUATIONS, AUDITS AND RECORDS

The Giocosa Foundation understands the need for TJJD to monitor and evaluate services provided to TJJD youth and will ensure that individual youth, youth records and foster home/parent records are available for monitoring and evaluation type activities as requested.

# A. AUDITS, MONITORING, AND INVESTIGATION REPORTS FROM ALL LICENSING / CONTRACTED ENTITIES

The Giocosa Foundation will forward copies of all audits, monitoring, and investigation reports completed by any of the agencies Giocosa is contracted with as they relate to the foster homes identified as serving TJJD youth to the TJJD Youth Services Contracts Manager within five (5) work days of receipt. Additionally, Giocosa will forward any adverse action taken by any contract entity that may affect Giocosa's current operating licensing or contract status to the TJJD Youth Services Contract Manager within five (5) work days of receipt.

# B. FINDING REPORT RESPONSE TO OFFICE OF THE INDEPENDENT OMBUDSMAN (OIO)

Giocosa agrees to allow the Office of the Independent Ombudsman (OIO) to conduct routine and random inspections. Giocosa will submit a copy of all OIO finding reports and plan of action if requested to the TJJD Youth Services Contract Manager within five (5) work days of a requested plan of action.

#### C. ACCESS TO YOUTH, YOUTH RECORDS AND INFORMATION

Giocosa will allow TJJD access to TJJD youth records and information at all times with the following guidelines. Giocosa's office hours are Monday through Friday from 8:30 A.M. to 4:30 P.M. excluding the following observed holiday's:

- New Years Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve Day

- Christmas Day
- Day After Christmas

Should TJJD need access to TJJD youth records outside of Giocosa's scheduled business days and hours, arrangements can be made by contacting the Program Director, Stacy Anger at 817-832-8521.

Giocosa's foster parents will allow TJJD access to youth placed in their home during reasonable hours for the purpose of meeting with the youth, inspecting the foster home, conducting investigations or other prudent purposes. Since youth are placed in a family home setting and every family has a different schedule, Giocosa does not have established "business hours" for homes. In order not to be disruptive to family and youth schedules, the recommended hours for non-emergency or unannounced type contacts with youth in a foster home are 7:00 A.M. to 7:00 P.M. However, foster parents are aware that both Giocosa and TJJD may come to the home unannounced at any time.

# D. TJJD MONITORING, PERFORMANCE EVALUATIONS, INVESTIGATIONS, AND AUDITS

Giocosa will allow TJJD access to TJJD youth and all records and/or information on TJJD youth for monitoring, performance evaluations, investigations and audits at all times with the following guidelines. Giocosa's office hours are Monday through Friday from 9:00 A.M. to 4:00 P.M. excluding the following observed holiday's:

- New Years Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve Dav
- Christmas Day
- Day After Christmas

Should TJJD need access to TJJD youth records outside of Giocosa's scheduled business days and hours, arrangements can be made by contacting the Program Director, Stacy Anger at 817-832-8521.

#### E. RECORD RETENTION

Giocosa will maintain all TJJD youth records for a minimum of three (3) years and 90 calendar days after the termination of the contract period, or for three (3) years

after the end of the federal fiscal year (December 31st) in which services were provided, whichever is longer.

#### F. PROBEM RESOLUTION

Giocosa believes that many issues and problems can be solved through communication with all parties involved in any issue or problem. This course of action will always first be exhausted in an effort to maintain good working relationships with those who help us serve children. Should an issue or problem not be resolved using communication and mediation, Giocosa will follow TJJD's process for problem resolution. Giocosa will submit a written request detailing the problem or issue and include relevant information and a recommended resolution. The written statement will be submitted to the TJJD Youth Services Contracts Manager unless the problem specifically involved this individual, in which case, it will be submitted to the Director over Youth Services Division contracts.

#### **ATTACHMENTS**

- A. "Contract Provider Information"
- B. "Specialized Treatment Services"
- C. "Statement of Work Narrative Signature Page"
- D. "Budget Worksheet"
- E. "Signed Acknowledgements Document"